



State of Arizona  
Department of Education

Tom Horne  
Superintendent of  
Public Instruction

September 10, 2004  
CN-12-05

TO: School Food Service Directors  
Local Education Agency

FROM: Carol Foxhoven  
Financial Services Director  
Child Nutrition Programs

SUBJECT: Annual Financial Report - State Matching Requirement

The SY03-04 Annual Financial Report (AFR) is due on October 15, 2004. Page 13 of the AFR must include the amount of state match funds expended by the district. The state match expenditures must be reported in the two columns titled Maintenance & Operation Funds 001 and Capital Purchases Funds 610 & 625. The expenditures can be expended out of either M&O or Capital Outlays or both. The Child Nutrition Programs office will verify the reporting of state match expenditures when the AFR is received.

During the month of September, the Child Nutrition Programs financial staff and School Finance staff will conduct trainings for the district business managers. These trainings will focus on all areas of the AFR including the state match requirement.

In addition to the state match requirement, ADE has added the meal prices back on the AFR. The meal prices are on the AFR for informational purposes only.

If you have questions regarding state match, please feel free to contact the Child Nutrition Programs office at (602) 542-8700.